

SPECIAL BULLETIN

OFFICE OF TRAINING

6 November 1972

To: All Training Officers of the Agency

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES
1973 Spring Semester

Outlined below is the schedule for Agency employees requesting sponsorship for part-time academic training at local colleges and universities for the 1973 Spring Semester.

Friday, 15 December 1972: Deadline for the receipt of Form 136, "Request for Training at Non-Agency Facility," in OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, if a tuition advance is desired. Because of time limitations, no exception can be made. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Any request received after 15 December will be handled on a reimbursement basis after approval by OTR and upon the submission of a tuition receipt and Form 264, "Request for Reimbursement." All reimbursements must be approved and certified by the Office of Training.

Monday, 8 January 1973: Tuition advances will be disbursed in Room 1A-07 Headquarters, between 1330 and 1530 hours. Accounting instructions will be given at this time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc. Also indicate whether employee is a graduate, undergraduate, or special student, and, where applicable, resident or non-resident of State).

Questions on the above may be directed to OTR/ISS/AIR, extension [REDACTED]

NOTE: Since registration for Northern Virginia Community College is prior to the tuition advance date, requests for courses at this college will be handled separately.

See Appendix to part of an instruction
This is repeated from the file it must be
submitted to individual systematic review.

(Over, please)

1973 SPRING SEMESTER
 SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	11 - 13 Jan	15 Jan
Off Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	10 - 13 Jan	15 Jan
<u>Federal City College</u>	2 - 5 Jan	9 Jan
<u>U.S.D.A. Graduate School</u>	8 - 13 Jan	22 Jan
<u>George Mason University</u>	15 - 16 Jan	17 Jan
<u>George Washington University</u>		
On Campus	11 - 13 Jan	15 Jan
Off Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	15 - 16 Jan	17 Jan
<u>Howard University</u>	15 Jan (late)	16 Jan
<u>Montgomery College</u>	16 - 18 Jan	22 Jan
<u>Northern Virginia Community College</u>	3 - 4 Jan	8 Jan
<u>Prince George's Community College</u>	10 Jan	17 Jan
<u>University of Maryland</u>		
On Campus	15 - 19 Jan	17 Jan
Evening Session	22 - 26 Jan	29 Jan
Off Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
(Northern Virginia Center)	8 - 24 Jan	29 Jan